Employment History & Emergency Contact Information

Request Data

Employee Name

Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

Effective Date

Enter the date that this transaction shall be effective.

Personnel Number

Enter the 8-digit personnel number.

Business Area

Enter the agency code. This is a 4-digit number. For example, 0610 represents the Department of Finance & Administration.

Personnel Area

Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agencies physical location. For example, the Department of Finance & Administration has several locations that are sequentially numbered. DFA's first physical location is indicated by FA01.

Organization Unit

Enter the agency section or division name where this employee resides.

Emergency Contact Data

Contact Name

Enter the full name of the emergency contact.

Gender

Select the gender of the contact

Telephone Number

Enter the telephone number of the emergency contact.

Address

Enter the complete address of the emergency contact.

Prior Employer Data

From/To

Enter the employment period.

Employer

Enter the employer name.

Employer City

Enter the city where the employee worked while with this employer.

Industry (optional)

Select one of the following industry values if desired:

- County
- Federal Government
- Municipal
- Other
- Private Industry
- State Government

Job (optional)

Select one of the following job categories values if desired:

- Acct & Fiscal Control
- Applied Science and Lab.

- Communications
- Data Processing
- Educational Television
- Educational/Instruction
- Engineering
- Environmental
- Equip. Operation and Maint.
- Food Service
- Forestry
- General Clerical
- Geology
- Health and Related
- Human Services
- Inf./Photog./Design/Draft
- Inspection
- Law Enforcement
- Manager
- Other
- Parks and Recreation
- Planning/Admin/Legal
- Public Safety
- Purchasing/Warehouse
- Records Maintenance
- Regulatory Investigation
- Skilled Trades

Authorizations

Employee Signature
The employee must sign to validate contact and prior employer information.
Approving Authority
The employee supervisor must approve the request. If needed, an additional approving authority line is provided.